






The ABCs of How to Get Your User ID and Log In as an ...

AQA Contractor User

A. How to register for a **user ID** as a User:

1. Open your Web browser (e.g., Netscape )
2. In the *Location* field, type in the following URL address: www.hud.gov/reac. The **REAC** Web page displays on your screen.
3. Click on the online systems link on the left side of the page. The **Online Systems** page displays.
4. Under the "Single Family Appraisal Quality System Access" heading, click on the here link. The **Secure Connection Information** page displays.
5. Scroll down to the "Registration Form" section. Click on the AQA Contractor Registration link. The AQA Contractor Registration form displays.
6. Click on the  *Application Type* radio button.
7. Complete the form by filling out all of the fields. Remember the password you choose AND how you enter it (uppercase/lowercase)!
8. Click on the  button. A confirmation page displays on your screen.

B. How you get your **user ID**:



1. Wait at least 24 hours after you have registered on line for a **user ID**.



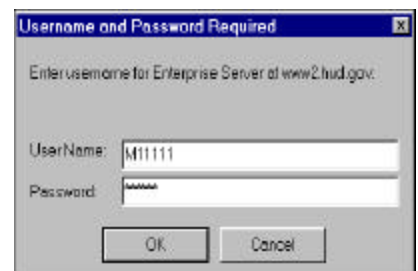
2. Then, contact your AQA Contractor Coordinator to request your **user ID**.



3. Once your AQA Contractor Coordinator provides you with your **user ID**, you can log in.

C. How to log in to HUD's secure systems to access SASS on line:

1. Open your Web browser (e.g., Netscape )
2. In the *Location* field, type in the URL address: <http://www.hud.gov/reac>. The **REAC** Web Page displays on your screen.
3. Click on the online systems link on the left side of the page.
4. Click on the  button. The "User Name and Password Required" window pops up.
5. Type your **user ID** in the *User Name* field.
6. Tab to the *Password* field and type in your password.
7. Click on the  button. The **Legal Warning** page displays.
8. Read the warning and then click the  button. The **Secure Systems** page displays.
9. Under the Systems menu, click on the Single Family Appraisal Subsystem link to begin working.



Your **user ID** and password
are **case-sensitive**.
(uppercase/lowercase)

Need help? Click on the Contact Us link on the REAC homepage to contact the Technical Assistance Center.